

Process Improvement Training Course Dates

Proposed as of: October 1, 2003

For additional information, refer to the "Course Description" section of the "Process Improvement Training Catalog." If you have any questions, please contact: Rebecca D. Ross, Integrated Process Group (iPG) Training Coordinator, at 202-646-5821.

Process Improvement Training

Training Class Registration Information

Registration Process and Ground Rules

- Registration is open when class is announced and remains open until class is filled.
- Authorization is required prior to class enrollment: if FAA, from Training Coordinator, if Contractor, from FAA sponsor.
- Registration for class enrollment is announced approximately three weeks to one month prior to class, when possible.
- Confirmation of attendance is given no later than one week prior to class.
- Cancellation notice is required a minimum of 48 hours prior to class.
- Failure to cancel or attend class after registering, results in a “No Show” notation in the Process Improvement Training Database records.
- Provide required information, as listed below, to: Rebecca.D.Ross, iPG Training Coordinator/AIO-200, at the following E-mail address: Rebecca.D.Ross@baesystems.com, (202-646-5821). Alternate contact(s): Stephanie Austin, Training Database Administrator at Stephanie.Austin@baesystems.com, (202-646-5991) or Dr. Linda Ibrahim/FAA/AIO-200, (202-267-7443).

Student Registration Data Required*:

Student/Registrant Name:

Class Name:

Class Date:

Organization/Company (e.g., FAA, TRW):

Org./Routing Symbol, (e.g., AIO-200; if Contractor, provide customer org/routing symbol):

As of /or Hire Date (Optional Information):

Student Telephone No:

Student E-mail Address:

Student Mailing Address/Mail Stop:

Contract Name (if applicable, e.g., AUA TAC, SETA-II):

Project(s) (List all applicable):

Training Coordinator or POC/Org-Routing Symbol/Tel#:

FAA Authorizing Individual (Name, Org/Routing Symbol, Telephone #, Title and E-mail address.): IMPORTANT: If student is a Contractor, provide name of the FAA authorizing customer, Org/Tel.#, etc. as above. **This course authorization data is required for registration and must be submitted prior to class attendance).**

(*Note: Failure to cancel or attend class after registering, results in a “No Show” notation for the student in the Process Improvement Training Database).

Process Improvement Course Dates as of: October 1, 2003

October

Training	Date	Sponsor/Provider/ Instructor	Days	Location	Time	Notes/Comments
Intro to the FAA-iCMM, Version 2 combined with Understanding the Level 2 Generic Practices, Version 2	October 22, 2003	iPG/AIO-200 Dr. Linda Ibrahim (AIO-200) 202-267-7443 Larry LaBruyere (AUA TAC/AIO-200) 202-314-1400	1	DOT/NASSIF Building NE Entrance Classroom 2332B/2328A Washington, DC	8:30 a.m. – 4:00 p.m.	Class announcement and registration POC: Rebecca D. Ross, (iPG Training Coordinator) 202-646-5821) Course details POC: Dr. Linda Ibrahim (AIO-200) 202-267-7443 Larry LaBruyere (AUA TAC/AIO-200) 202-314-1400
Intro to the FAA-iCMM, Version 2 combined with Understanding the Level 2 Generic Practices, Version 2	October 28, 2003	Michael Virga (AOS-20) 609- 485-8877 Mike Falteisek (ATB-210) 609-485-4823	1	William J. Hughes Technical Center Atlantic City, New Jersey	8:30 a.m. – 4:00 p.m.	Class announcement and registration POC: Christine Hagaman, AOS-20/Programatix, 609-485-4247 Course details POC: Michael Virga, (AOS-20) 609- 485-8877 Ken Johnson (AOS-20) 609-485-7285 Mike Falteisek (ATB-210) 609-485-4823

November

Training	Date	Sponsor/Provider/ Instructor	Days	Location	Time	Notes/Comments
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There are currently no training classes scheduled for the month of November.

December						
Intro to the FAA-iCMM, Version 2 combined with Understanding the Level 2 Generic Practices, Version 2 (To be announced)	December 10, 2003	iPG/AIO-200 Dr. Linda Ibrahim (AIO-200) 202-267-7443 Larry LaBruyere (AUA TAC/AIO-200) 202-314-1400	1	To Be Determined	8:30 a.m. – 4:00 p.m.	Class announcement and registration POC: Rebecca D. Ross, (iPG Training Coordinator) 202-646-5821) Course details POC: Dr. Linda Ibrahim (AIO-200) 202-267-7443 Larry LaBruyere (AUA TAC/AIO-200) 202-314-1400